

**State of California
DUTY STATEMENT**

MSH3002 (Rev. 9/26/16)

Department of State Hospitals

Box reserved for Personnel Section

5408 Control No.#		C&P Analyst Approval		Date
Employee Name		Division Metropolitan State Hospital		
Position No / Agency-Unit-Class-Serial 487-548-2172-		Unit Nutrition Services		
Class Title Registered Dietitian, SNF Coordinator		Location Nutrition Services		
SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R19	WORK WEEK GROUP	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Assistant Director of Nutrition Services/Clinical, the SNF Coordinator provides oversight of the service of food for the Skilled Nursing area. This includes overseeing the holding, serving, and reheating of menu items. As such, the SNF Coordinator will work in tandem with the ADNS's.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
60%	<u>ESSENTIAL FUNCTIONS</u> <ul style="list-style-type: none"> - Work with the ADNS's and Presentation staff to ensure food safety and quality; emphasis will be placed on monitoring the modified diets and therapeutic diets. - Monitor temperatures and texture consistency of menu items. - Monitor and provide trayline feedback to the ADNS/Presentation, FSS II's and FSS I's. - Observes and interacts with patients during meal service and provides feedback to department management. - A daily SNF report regarding trayline service and meals service will be completed and emailed to the department managers, supervisors and SNF RD. - Has final-say authority to authorize menu changes/substitutions during trayline. - Acts as a point of contact between the Department of Nutrition Services and SNF program management.
20%	<ul style="list-style-type: none"> - Attend weekly department management meetings. - Attend weekly production meetings. - Conduct trayline accuracy audits, tray accuracy audits, and dining room audits.

10%	<ul style="list-style-type: none"> - Assist as a point of contact for licensing agencies during SNF surveys. - Assist with writing plans of correction as necessary and assist with training all Nutrition Services employees as related to POCs. - Conduct regular inspections of the Skilled Nursing Satellite Kitchen. - Attends monthly SNF food meetings. - Attend quarterly menu meetings. - Participates in new menu item evaluations. <p><u>MARGINAL FUNCTIONS</u></p> <ul style="list-style-type: none"> - Act as a liaison between FST's in the SNF dining and the FSS I's/II's. - Interact with warehouse staff to stay apprised of food inventories for SNF. - Provide education/training to foodservice staff when areas of deficiency are identified or for performance improvement. <ul style="list-style-type: none"> - All other duties and special projects as assigned consistent with this classification.
Other Information	<p>SUPERVISION RECEIVED</p> <p>Under the general direction of the Assistant Director of Nutrition Services/Clinical</p> <p>SUPERVISION EXERCISED</p> <ul style="list-style-type: none"> - This position has no disciplinary supervision. - This position has the authority to instruct FST I's, FST II's, FSS I's and FSS II's regarding menu changes/substitutions during trayline and in the dining room. <p><u>KNOWLEDGE AND ABILITIES</u></p> <p>KNOWLEDGE OF: Principles of clinical nutrition and dietetic practice with emphasis on the nutritional challenges of the men and women in the Skilled Nursing Units. Challenges include unique mental health needs and acute medical conditions with the overlay of the general challenges found in an inpatient elderly population. The SNF Coordinator will incorporate the Academy's Nutrition Care Process and Model as the standard process and utilize standardized language to drive quality care forward.</p> <p>ABILITY TO: Oversee medical nutrition therapy consistent with Nutrition Care Process guidelines, Title 22, and CMS regulations. Apply the principles and practices of clinical nutrition and food service. Ability to conduct in-service training programs; analyze situations accurately and adopt an effective course of action; keep records and prepare reports.</p> <p>Utilize and apply required technical knowledge; and maintain the confidence and cooperation of persons contacted in the work; secure accurate data and record such data systematically. Write clear, accurate, and concise reports; communicate effectively and assist with problem solving for the delivery of nutrition services for the Skilled Nursing population.</p> <p>Proficiency in Microsoft Office, Excel, PowerPoint, and Plato preferred.</p>

REQUIRED COMPETENCIES

PHYSICAL

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES

- Continuing education credits
- Annual registration verification

TECHNICAL PROFICIENCY (SITE SPECIFIC)

LICENSE OR CERTIFICATION - Possess valid registration with the Commission of Dietetic Registration of the Academy of Nutrition and Dietetics.

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date
